

## Conflict Assessment for Proposed Official Duty Activities

Below are examples of organizations with which you might have an official duty activity. **These examples are illustrative and not exhaustive.** Before you engage in an official duty activity with one of the entities listed below, or a similarly situated entity, ask yourself whether you have a personal outside interest or relationship with the organization. Listed below each organization are examples of such interests or relationships that would trigger a consultation with your Deputy Ethics Counselor (DEC). You must discuss and resolve any conflicts before participating in the official duty activity.

Proposed Official Duty Activity with **Industry** (e.g., through a collaboration, Material Transfer Agreement or CRADA). Consult with your DEC if you have a personal outside interest or relationship such as:

- Previous or Prospective Employment
- Employment of your Spouse, Significant Other or Business Partner
- Financial Interest, e.g., stock, options, retirement plans, severance pay

Proposed Official Duty Activity with a **Grantee, Charitable or Similar Institution** (e.g., through a collaboration, advisory board membership or peer review activity). Consult with your DEC if you have a personal outside interest or relationship such as:

- Previous, Current (including Leave of Absence) or Prospective Employment
- Employment of your Spouse, Significant Other or Business Partner
- Outside Activity

Proposed Official Duty Activity with a **Publisher or Journal** (e.g., through an editorial position). Consult with your DEC if you have a personal outside interest or relationship such as:

- Previous, Current or Prospective Employment
- Employment of your Spouse, Significant Other or Business Partner
- Outside Activity

Proposed Official Duty Activity with a **Contractor** (e.g., through assignment as the Contracting Officer's Technical Representative). Consult with your DEC if you have a personal outside interest or relationship such as:

- Previous or Prospective Employment
- Employment of your Spouse, Significant Other or Business Partner
- Financial Interest, e.g., stock, options, retirement plans, severance pay

Proposed Official Duty Activity with a **Professional Organization** (e.g., through participation in organization's annual meeting). Consult with your DEC if you have a personal outside interest or relationship such as:

- Officer or Board Member
- Employment of your Spouse, Significant Other or Business Partner
- Leadership Role, e.g., Committee Chair or Council Member